

→ **esa-p QUICK GUIDE**

**How to SUBMIT a Confirmation / Invoice / Advance**

**in six steps**



## esa-p Quick Guide

### How to SUBMIT a Confirmation/Invoice/Advance in six steps

#### CHANGE LOG

| REASON FOR CHANGE  | VERSION | DATE       | PARAGRAPH(S) |
|--|---------|------------|--------------|
| Update of the esa-p user documentation for supplier                              | 1.0     | 30/09/2015 | All          |
| Update of the “ANNEX: Status Information for INV/ MAC/ ADV – and what they mean” | 1.1     | 29/11/2016 | Pag. 13      |

## Introduction

This is a Quick Guide how to submit a Milestone Achievement Certificate (= 'Confirmation'), an Invoice or an Advance Payment Request against an ESA Contract.

The correct submission of all documents is a pre-requisite for direct payment by ESA.

Your Contract may also exceptionally foresee the payment of an Advance Payment, typically upon signature of a Contract Action.

More detailed information incl. FAQ's is accessible under -> <http://esa-p-help.sso.esa.int>

## Step 1: Login

The following link in the browser <https://esa-p.sso.esa.int> prompts you to the esa-p login screen.



After login this 'Home' Screen, sub-Tab 'Welcome' is shown



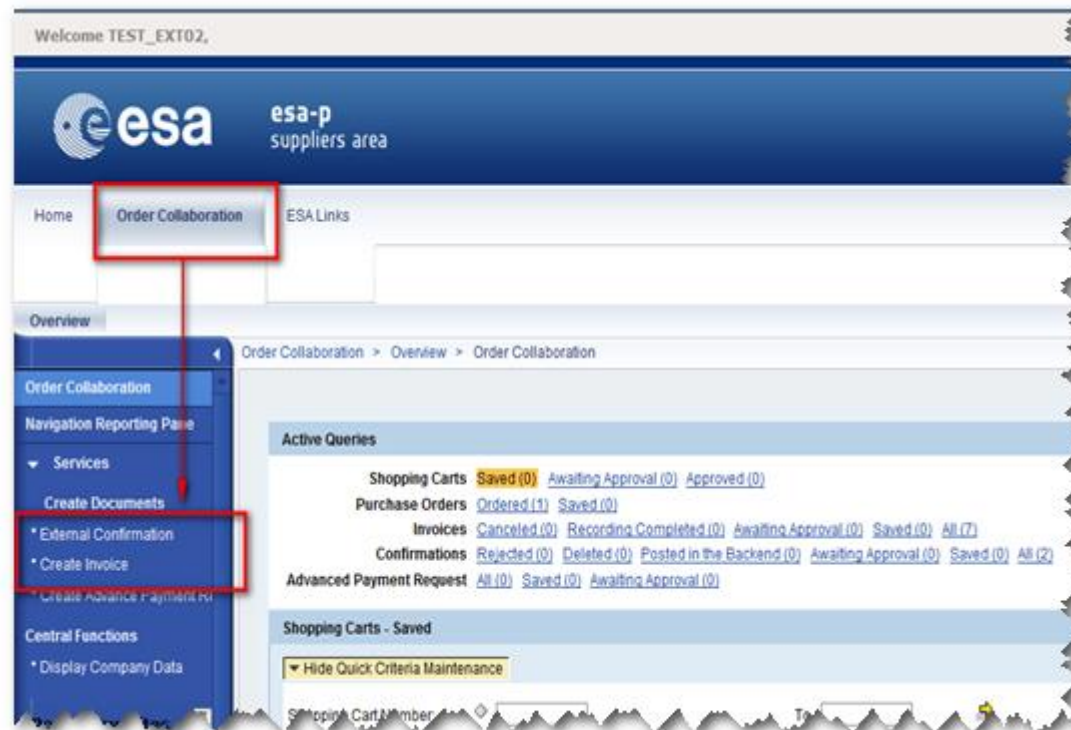
If you had forgotten your username or password contact [esait.Service.Desk@esa.int](mailto:esait.Service.Desk@esa.int)

In point 2 you will navigate to the 2nd Tab labelled 'Order Collaboration' from where you can access the screens to create 'Confirmation' and 'Invoice'.

## Step 2: Navigate to 'Create Documents': Confirmation and Invoice

Change Tab to 'Order Collaboration' and then choose which type of document you want to create.

We recommend you to create first the Confirmation, then the Invoice, against the same Milestone and with the same Confirmation/Invoice amount.



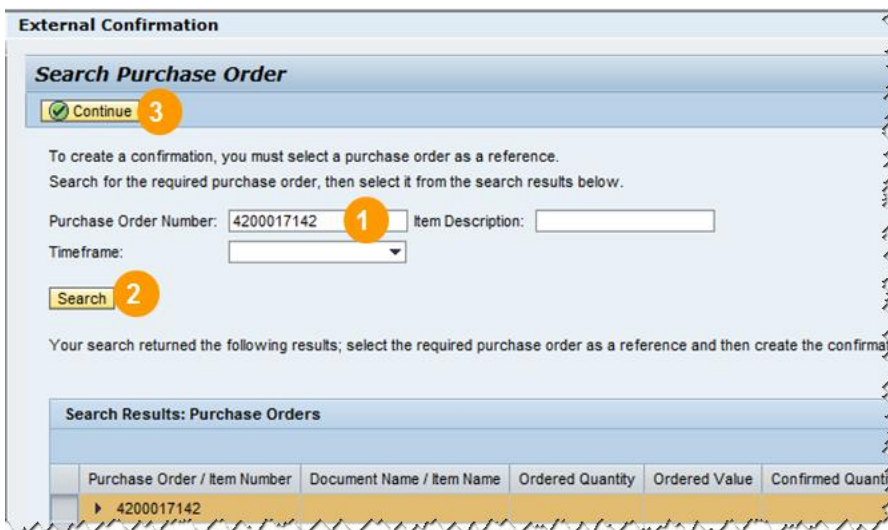
After selecting the document type, you will be prompted in Step 3 to a screen where to select the ESA Contract = 'Purchase Order' against which the Confirmation or Invoice is to be submitted.

## Step 3: Select the ESA Purchase Order

### Step 3a: Select PO to create "Confirmation"

After selection to 'Create Document: Confirmation' in the 'Order Collaboration' Tab:

1. Enter your ESA Contract Number \*)
2. Click on Search; then
3. Click Continue



**External Confirmation**

**Search Purchase Order**

Continue 3

To create a confirmation, you must select a purchase order as a reference.  
Search for the required purchase order, then select it from the search results below.

Purchase Order Number: 4200017142 1 Item Description:

Timeframe:

Search 2

Your search returned the following results; select the required purchase order as a reference and then create the confirmation.

**Search Results: Purchase Orders**

| Purchase Order / Item Number | Document Name / Item Name | Ordered Quantity | Ordered Value | Confirmed Quantity |
|------------------------------|---------------------------|------------------|---------------|--------------------|
| 4200017142                   |                           |                  |               |                    |

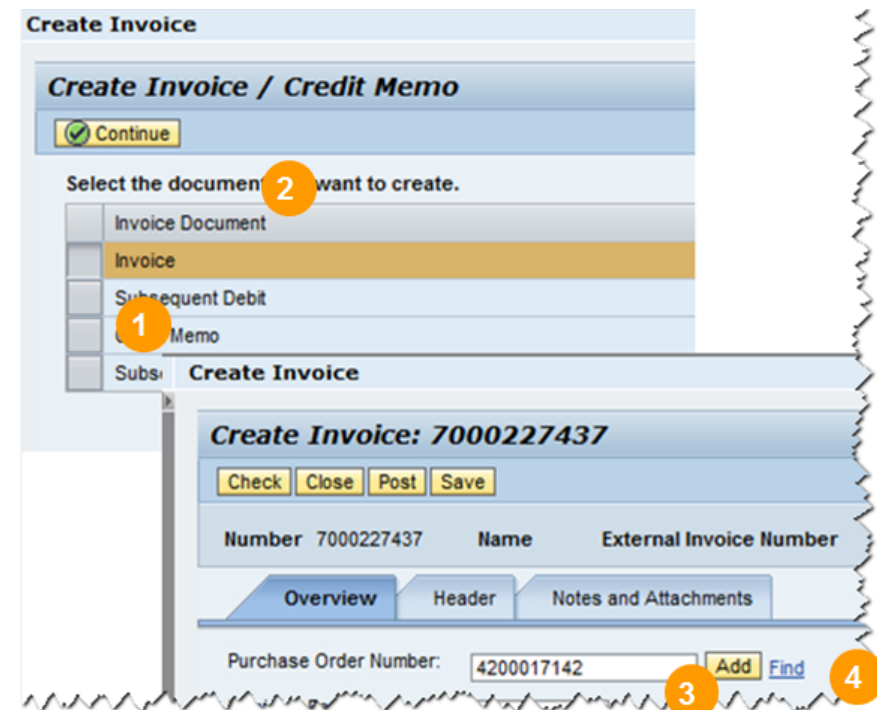
\*) The 'Purchase Order Number' = ESA Contract Number = a 10-digit number mentioned on the ESA contract.

If you are a Sub-Contractor: in doubt ask your Prime Contractor for this number.

### Step 3b: Select PO to create "Invoice"

After selection to 'Create Document: Invoice' in the 'Order Collaboration' Tab:

1. In a first screen you select the type 'Invoice' (or in seldom cases 'Credit Memo'), then
2. Click Continue. You will be prompted to another screen where you
3. Enter your ESA Contract Number\*), then
4. Click Add



**Create Invoice**

**Create Invoice / Credit Memo**

Continue

Select the document 2 you want to create.

- Invoice Document
- Invoice 1
- Subsequent Debit
- Memo
- Subs: Create Invoice

**Create Invoice: 7000227437**

Check Close Post Save

Number 7000227437 Name External Invoice Number

Overview Header Notes and Attachments

Purchase Order Number: 4200017142 Add Find 3 4

## Step 4: Select the particular Milestone within the chosen “Purchase Order”

After selection of the Purchase Order in Step 3 you now need to specify against which Milestone (= ‘line item’) exactly you want to submit your Confirmation or Invoice:

### 4a: Select MS to create “Confirmation”

The Screen ‘Create Confirmation’ initially displays by default ALL Milestones.

To choose the one you want to (partially or fully) confirm you need to enter in the field ‘Confirm Quantity’ of the chosen Milestone the respective amount (typically in sync with the invoice amount).

[Example below: full Milestone amount of 50,000€ confirmed by entering 50000 in field ‘Confirm Quantity’]

**Create Confirmation: 6000187141**

Confirm | Print Preview | Check | Close | Save | Delete

Number 6000187141 Purchase Order Number 4000110850 Status In Process Confirmed Value 0,00 EUR

Overview | Header | Item | Notes & Attachment | Approval | Tracking

Title: \* TEST PO  
 Confirmation Name:   
 Delivery Date: \* 02.05.2014

To confirm: Update the “Confirm Quantity” field or select the “Last Delivery” checkbox and choose “Confirm”.

▼ Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Copy All Outstanding Quantities

| Line Number | Description                              | Outstanding Quantity | Confirm Quantity | Unit | Price | Current |
|-------------|--|----------------------|------------------|------|-------|---------|
| 1           | Progress Milestone 1 - CRISA             | 50.000,00            | 50000            | EA   | 1,00  | EUR     |
| 2           | Progress Milestone 2 - CRISA             | 80.000,00            | 0,00             | EA   | 1,00  | EUR     |
| 3           | Final Milestone 3 - CRISA                | 40.000,00            | 0,00             | EA   | 1,00  | EUR     |
| 4           | PROGRESS MILESTONE 1 Sub 1.1 - Thales ES | 20.000,00            | 0,00             | EA   | 1,00  | EUR     |

### 4b: Select MS to create “Invoice”

The Screen ‘Create Invoice’ initially displays by default ALL Milestones. So you need to

1. Click on the button ‘Exclude All’. This will un-tick all markings in the 2<sup>nd</sup> column. Then
2. Tick the box next to the SINGLE Milestone you choose for invoicing.

**Create Invoice**

Invoice Number 7000029160 Reference Reference Obj. 4000101807 Status In Process Total Value

Close | Refresh | Check | Post | Save

Overview | Notes and Attachments | Government Procurement

Purchase Order Number:  Add Find  
 Invoicing Party: \* 1000004288 ASTRIUM GMBH- BUSINESS DIVISION  
 Supplier: \* 1000004288 ASTRIUM GMBH- BUSINESS DIVISION  
 External Invoice Number: \*   
 Title: \* TRAINING CONTRACT TITLE

Invoice Name:   
 Invoicing Date: \*   
 Invoice Recipient: ESA - European Space A...

▼ Items

Filter  Details | Add Item | Copy | Paste | Duplicate | Delete | Include All | Exclude All

| Line Number | Include                             | Type    | Product ID | Description                  | Product Category | Purch  |
|-------------|-------------------------------------|---------|------------|------------------------------|------------------|--------|
| 1           | <input checked="" type="checkbox"/> | Invoice |            | SubSub - MS1 (FFP + 10% Esc) | Z001             | 400010 |
| 2           | <input type="checkbox"/>            | Invoice |            | SubSub - MS2 (FFP + 10% Esc) | Z001             | 400010 |
| 3           | <input type="checkbox"/>            | Invoice |            | SubSub - Services            | Z001             | 400010 |



## Step 5: Complete all mandatory fields

In the following paragraphs you will find how to complete the mandatory fields during creation of confirmations and invoices.

### 5a: "Confirmation" - Details (part 1).

1. Choose the Milestone and specify amount (done in previous step 4)
2. Specify details (Title, Name, Date, Reference)
3. Add attachments as necessary to substantiate proof of Milestone Achievement → see next page

**Create Confirmation: 6000187141**

Confirm | Print Preview | Check | Close | Save | Delete

Number 6000187141 Purchase Order Number 4000110850 **3** status In Process Confirmed Value 0,00 EUR

Overview | Header | Item | **Notes & Attachment** | Approval | Tracking

**2**

TEST PO Default Title= PO-Title.  
You may want to change it to a long description of the Confirmation

Title: \*

Confirmation Name: Short Description e.g. Milestone title, here: 'ProgressMS 1'

Reference Document: INV Nbr 123

Delivery Date: \* 02.05.2014 Default current date can be changed, e.g. to internal date of issue

e.g. reference to your Invoice Nbr.

Awaiting approval Sub-status:

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".

Item Overview

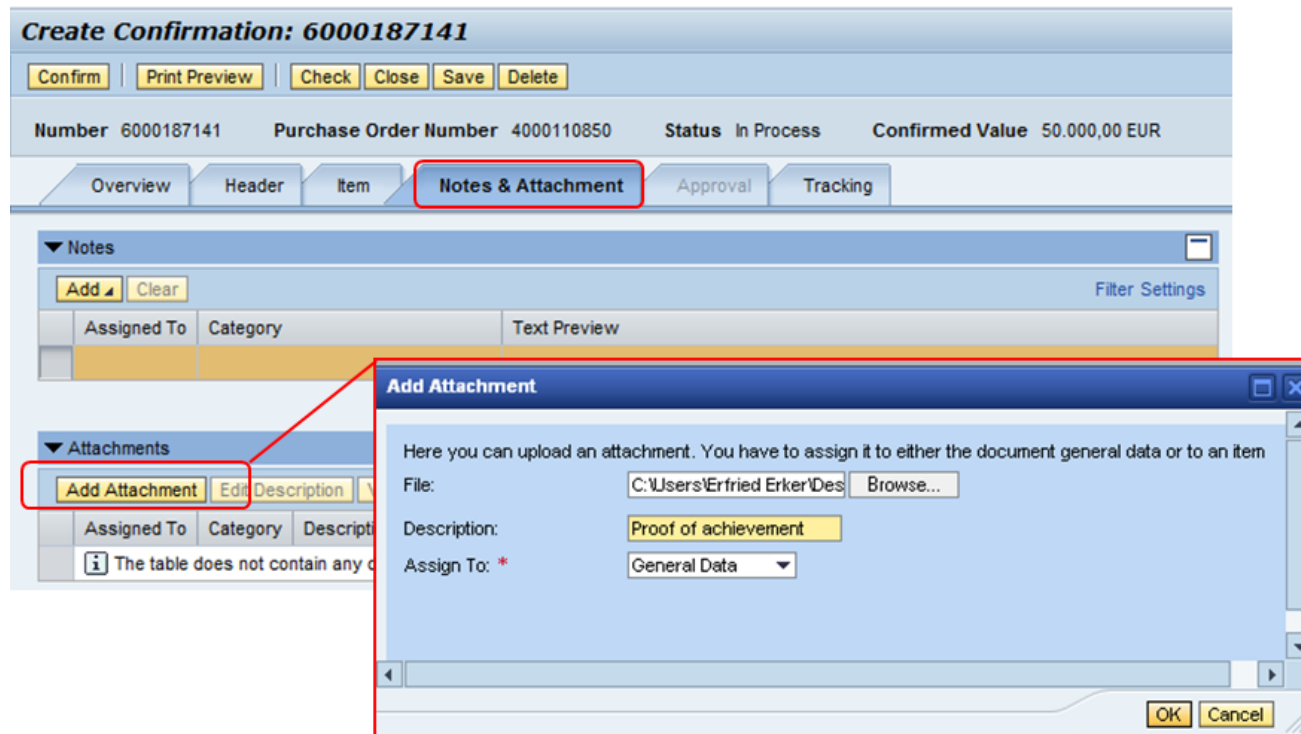
Details | Add Item | Copy | Paste | Duplicate | Delete | Copy All Outstanding Quantities

| Line Number | Item Type | Product ID | Description                              | Product Category | Outstanding Quantity | Confirm Quantity | Unit | Price | Currency | Per | Delivery Date |
|-------------|-----------|------------|--|------------------|----------------------|------------------|------|-------|----------|-----|---------------|
| 1           | Material  |            | Progress Milestone 1 - CRISA             | Z08              | 50.000,00            | <b>1</b> 50000   | EA   | 1,00  | EUR      | 1   | 31.05.2014    |
| 2           | Material  |            | Progress Milestone 2 - CRISA             | Z08              | 80.000,00            | 0,00             | EA   | 1,00  | EUR      | 1   | 26.06.2014    |
| 3           | Material  |            | Final Milestone 3 - CRISA                | Z08              | 40.000,00            | 0,00             | EA   | 1,00  | EUR      | 1   | 25.10.2014    |
| 4           | Material  |            | PROGRESS MILESTONE 1 Sub 1.1 - Thales ES | Z08              | 20.000,00            | 0,00             | EA   | 1,00  | EUR      | 1   | 31.07.2014    |
| 5           | Material  |            | PROGRESS MILESTONE 2 Sub 1.1 - Thales ES | Z08              | 40.000,00            | 0,00             | EA   | 1,00  | EUR      | 1   | 30.06.2014    |
| 6           | Material  |            | FINAL MILESTONE 3 Sub 1.1 - Thales ES    | Z08              | 60.000,00            | 0,00             | EA   | 1,00  | EUR      | 1   | 20.09.2014    |
| 7           | Material  |            | PROGRESS MILESTONE 1 SUB 1.2 - THALES IT | Z08              | 25.000,00            | 0,00             | EA   | 1,00  | EUR      | 1   | 31.07.2014    |
| 8           | Material  |            | PROGRESS MILESTONE 2 SUB 1.2 - THALES IT | Z08              | 45.000,00            | 0,00             | EA   | 1,00  | EUR      | 1   | 30.06.2014    |
| 9           | Material  |            | FINAL MILESTONE 3 SUB 1.2 - THALES IT    | Z08              | 55.000,00            | 0,00             | EA   | 1,00  | EUR      | 1   | 20.09.2014    |

**5a: "Confirmation" - Details (part 2): Attachments.**

Further to point 3 on to how to add attachments to Confirmations in order to substantiate proof of Milestone Achievement:

- a) Change Tab from Overview to 'Notes & Attachment'
- b) Click in the lower part the button 'Add Attachment'
- c) Upload from PC chosen file(s) and assign a meaningful 'Description'; finish with 'OK'.



*Procedural note: It is highly recommended to attach meaningful and substantial proof of Milestone Achievement (on goods delivered, service rendered) in order to bring ESA in a position to swiftly approve the Confirmation and release payment.*



## 5b: "Invoice" - Details (part 1)

Choose the Milestone and specify amount (done in previous step 4)

**Create Invoice: 7000267222**

Check Close Post Save

Number 7000267222 Name External Invoice Number Purchase Order Number 4000114063 Status In Process Total Value 0,00 EUR Supplier [SPACE ITALIA](#) Invoicing Party [SPACE ITALIA](#)

Overview Header Notes and Attachments

Purchase Order Number:  Add Find

Invoicing Party: \*  SPACE ITALIA ← Payee of the invoice

Supplier: \*  SPACE ITALIA ← Prime Vendor

External Invoice Number: \*  ← Payee invoice number

Title: \*  ← Invoice text

Invoice Name:  ← e.g. Originator Invoice nr, confirmation number

Invoicing Date: \*  ← Invoice date

Invoice Recipient: [ESA - European Space Agency](#)

Total Value (Gross)/Currency: \*  EUR

Balance:

Total Tax:

Incidental Costs:

Payment Terms:

Part. Bank:

Awaiting approval Sub-status:

▼ Item Overview

Filter: Not Open for Invoice ( 2 ) Details Add Item Copy Paste Duplicate Delete Include All Exclude All Filter Settings

| Line Number | Include                             | Type    | Description | Purchase Order | Item       | Quantity | Unit | Price/Unit | Currency | Price Unit | Net Value | Tax                    |
|-------------|-------------------------------------|---------|-------------|----------------|------------|----------|------|------------|----------|------------|-----------|------------------------|
| 1           | <input checked="" type="checkbox"/> | Invoice | TEST        | 4000114063     | 0000000007 | 0,000    | EA   | 1,00       | EUR      | 1          | 0,00      | U7:Tax exemption 0.0 % |
| 2           | <input type="checkbox"/>            | Invoice | TEST        | 4000114063     | 0000000008 | 0,000    | EA   | 1,00       | EUR      | 1          | 0,00      | U7:Tax exemption 0.0 % |

The fields "Supplier" (=Prime Contractor) AND "Invoicing Party" (= Payee of the invoice) are always defaulted to Prime. This is correct if the invoice is payable to the Prime. If however the selected Milestone relates to a Sub-Contractor to be paid directly by ESA, this default setting is wrong and has to be changed to the correct payee of the invoice. **How?** → click 'CHECK' button to see the correct Invoicing Party # in the error message!

Complete all fields marked in green. To select the bank account: choose among values from the pick-list.

**5b: "Invoice" - Details (part 2)**

**5** **Create Invoice: 7000267222**

Check Close Post Save

Invoice contains no errors. You can now post!

Number 7000267222 Name MAC 123 External Invoice Number INV 123 Purchase Order Number 4000114063 Status In Process Total Value 1.000,00 EUR Supplier SPACE ITALIA Invoicing Party SPACE ESPANA

Overview Header Notes and Attachments

Purchase Order Number:  Add Find

Invoicing Party: \* 1000003125 SPACE ESPANA

Supplier: \* 1000003215 SPACE ITALIA SPA

External Invoice Number: \* INV 123

Title: \* PROGRESS INVOICE 1

Invoice Name: MAC 123

Invoicing Date: \* 29.09.2015

Invoice Recipient: ESA - European Space Agency

Total Value (Gross)/Currency: \* 1.000,00 EUR **Calculate Total Value** 4

Balance: 0,00

Total Tax: 0,00 **Calculate Total Taxes** 3

Incidental Costs: 0,00

Payment Terms: 30 days for external vendors

Part. Bank: EUC

Awaiting approval Sub-status:

Item Overview

Filter: Not Open for Invoice ( 2 ) Details Add Item Copy Paste Duplicate Delete Include All Exclude All 1 2

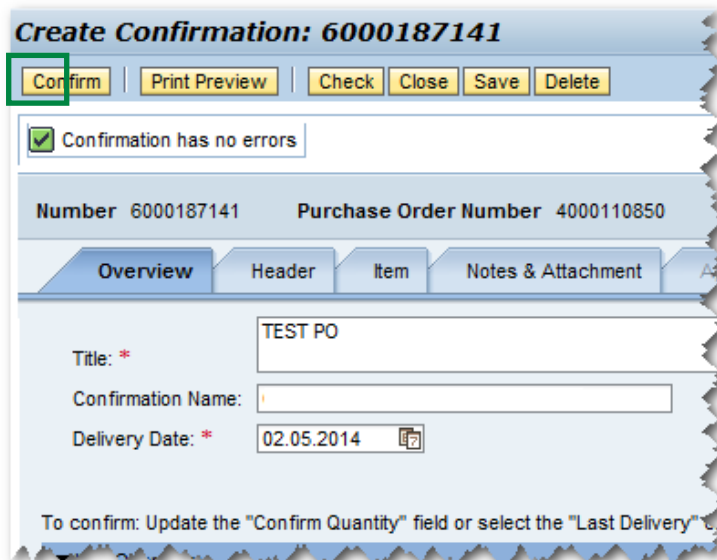
| Line Number | Include                             | Type    | Description | Purchase Order | Item       | Quantity  | Unit | Price/Unit | Currency | Price Unit | Net Value | Tax                    |
|-------------|-------------------------------------|---------|-------------|----------------|------------|-----------|------|------------|----------|------------|-----------|------------------------|
| 1           | <input checked="" type="checkbox"/> | Invoice | TEST        | 4000114063     | 0000000007 | 1.000,000 | EA   | 1,00       | EUR      | 1          | 1.000,00  | U7:Tax exemption 0.0 % |

- 1 Enter quantity =invoice amount (here: 1000)
- 2 Select Tax code, if applicable (here: left to default 0%)
- 3 Calculate Total taxes
- 4 Calculate Total value
- 5 Check-button – verify if invoice contains errors BEFORE Posting

## Step 6: Submit the Confirmation/Invoice

### Step 6a: Confirm the "Confirmation"

First verify via the 'CHECK' button that all entries are OK.  
Then, to submit a MAC/ Confirmation for approval, click the CONFIRM button.  
Clicking 'Refresh', the status of the confirmation will change from 'In Process' to 'Awaiting Approval'.



**Create Confirmation: 6000187141**

Confirmation has no errors

Number 6000187141    Purchase Order Number 4000110850

Overview    Header    Item    Notes & Attachment

Title: \*    TEST PO

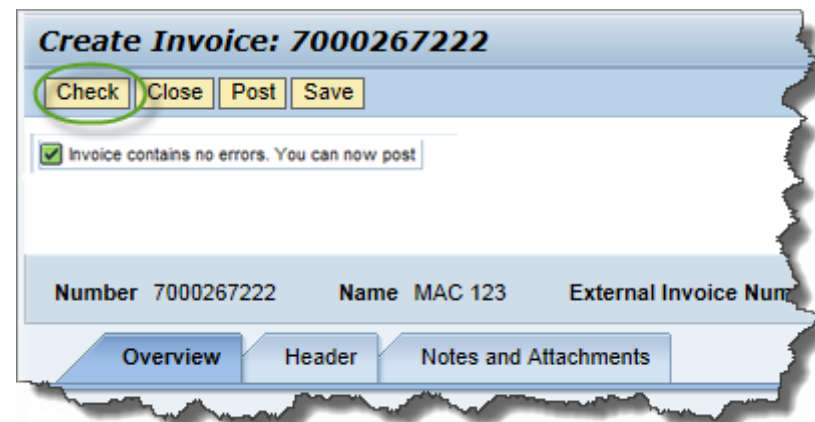
Confirmation Name:

Delivery Date: \*    02.05.2014

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery"

### Step 6b: Submit the "Invoice"

First verify via the 'CHECK' button that all entries are OK.  
Then, to submit an invoice for approval, click the POST button.  
Clicking 'Refresh' the status of the invoice will change from 'In Process' to 'Awaiting Approval'.



**Create Invoice: 7000267222**

Invoice contains no errors. You can now post

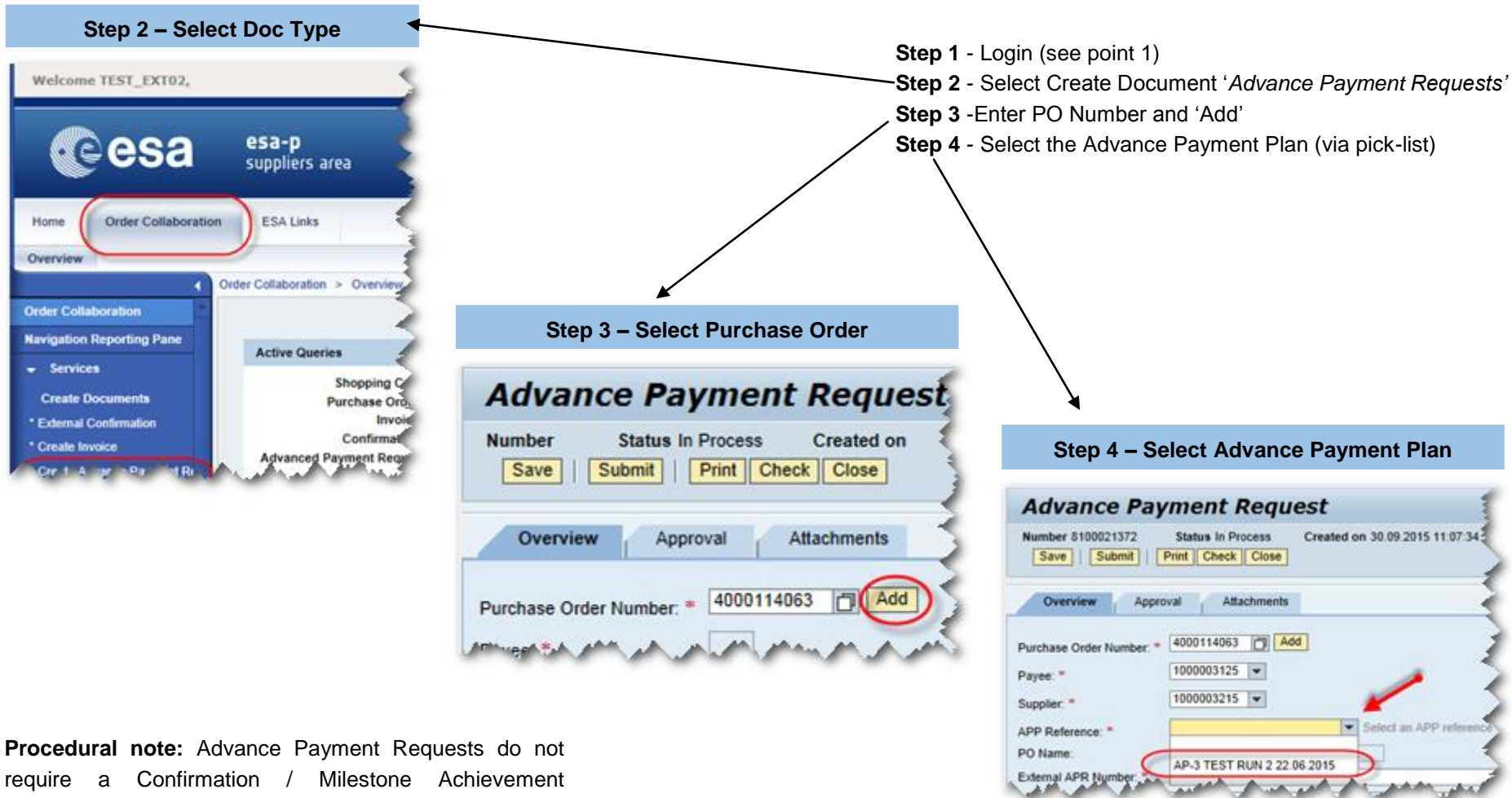
Number 7000267222    Name MAC 123    External Invoice Num

Overview    Header    Notes and Attachments

## How To submit an Advance in 6 steps

Your Contract may exceptionally foresee the payment of an Advance, typically upon signature of a Contract Action.

In this section you will see how to submit an Advance Payment Request in 6 steps, very similar to Confirmation and Invoice:



**Step 1** - Login (see point 1)

**Step 2** - Select Create Document 'Advance Payment Requests'

**Step 3** - Enter PO Number and 'Add'

**Step 4** - Select the Advance Payment Plan (via pick-list)

**Step 5** - [Not shown]

**Step 6** - [Not shown]

**Step 2 – Select Doc Type**

Welcome TEST\_EXT02,

esa-p suppliers area

Home Order Collaboration ESA Links

Overview

Order Collaboration

Navigation Reporting Pane

Services

Create Documents

\* External Confirmation

\* Create Invoice

Active Queries

Shopping C

Purchase Ord

Invoice

Confirmat

Advanced Payment Req

**Step 3 – Select Purchase Order**

**Advance Payment Request**

Number Status In Process Created on

Save Submit Print Check Close

Overview Approval Attachments

Purchase Order Number: \* 4000114063 Add

**Step 4 – Select Advance Payment Plan**

**Advance Payment Request**

Number 8100021372 Status In Process Created on 30.09.2015 11:07:34

Save Submit Print Check Close

Overview Approval Attachments

Purchase Order Number: \* 4000114063 Add

Payee: \* 1000003125

Supplier: \* 1000003215

APP Reference: \* Select an APP reference

PO Name: AP-3 TEST RUN 2 22.06.2015

External APR Number: \*

**Procedural note:** Advance Payment Requests do not require a Confirmation / Milestone Achievement Certificate



## ANNEX: Status Information for INV/ MAC/ ADV – and what they mean

Below you can find the different status for your **invoices**, **confirmations** and **APRs**:

| esa-p status             | Description  |
|--------------------------|--|
| In Process               | Document is in the process of being created.   |
| Saved                    | A draft status; document can be re-opened for editing by author. ATTENTION: A Saved document is NOT submitted = will never reach ESA                 |
| Awaiting approval        | Approval workflow has started, document is now in Inbox of upper level for approval. Upon Prime approval: Document is submitted to / received by ESA |
| Approved                 | Status after approval by ESA.  |
| Posted in the Backend    | For Confirmation: this is the final status upon approval by ESA (=best case)   |
| Paid                     | For Invoice and Advance: this is the final status upon approval by ESA; trigger for bank transfer by ESA (=best case)                                |
| (Release) Rejected       | Document was rejected by an upper-tier within the Industry consortium or within ESA  |
| Deleted                  | Document was withdrawn by author   |
| Cancelled                | Invoice was cancelled.   |
| To be corrected manually | Invoice is incomplete and cannot be posted (submitted) unless edited and corrected by author/Payable Administrator or deleted by ESA Finance.        |

| esa-p sub status for documents 'Awaiting Approval' |  |
|--|--|
| Awaiting approval by Vendor                        | Document is under approval within consortium = awaiting approval by upper-tier supplier / Prime  |
| Parked waiting GRN approval                        | Electronic Invoice approved by Prime = submitted to ESA but Invoice amount not (fully) covered by confirmed Milestone amount = Missing Confirmation. |
| Approved awaiting GRN approval                     | Paper Invoice received and registered by ESA but Invoice amount not (fully) covered by confirmed Milestone amount = Missing Confirmation.            |
| Awaiting Approval by ESA                           | Document is under approval by ESA.   |
| On Hold  | Document is kept on hold by ESA  |
| Workflow errors                                    | Approval workflow has resulted in a technical error.   |

| esa-p sub status for documents 'Paid' |   |
|---------------------------------------|---|
| Off-set                               | The Advance Payment Request has been deducted from an invoice on the same milestone.        |
| Not off-set                           | The Advance Payment Request has not yet been deducted from an invoice on the same milestone |